

**Reminders and Guidance for
Academic Coursework Activity Report for
Courses at Accredited Colleges and Universities
(April 2007)**

**PLEASE READ ALL OF THE FOLLOWING INFORMATION TO ASSIST YOU IN
PREPARING TO TAKE A CLASS AT A COLLEGE/UNIVERSITY.**

Before the class, check to see if the class you are taking is from a college or university that is accredited through the Council for Higher Education Accreditation (CHEA).

After the class, I need:

1. Completed RID form with appropriate designation for “Professional Studies” (PS) or “General Studies” (GS). The content area will need to be agreed upon before the sponsor will file with RID. Also, keep in mind, semester classes earn 15 hours or 1.5 CEUs for each credit hour and quarterly classes earn 10 hours or 1.0 CEUs for each credit hour. (Example: 3 semester credit hour Voicing class equals 4.5 CEUs.)
2. Copy of the transcript indicating a 2.0, “C,” or better grade.

Please call or e-mail me if you have more questions.

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